5.4.11   COLLECTION ACTIVITY LISTING

The Collection Activity listing option generates a listing that displays collection and other control file information from both the Master and Stat Period Control files. It may be used to facilitate telephone follow-up, determine which cases in the survey have been checked-in, or simply used to output IDs and select control information. This listing may be sorted numerically by ID, alphabetically by name, or by "form number by ID".

Accessing the Screen

• Click on the TOOLS button from the StEPS Main Menu.

• Click on the QUERIES button from the Tools Menu.

• Select the " Listings Request" option.

• Choose the "Collection Activity" option to display the following:

Figure 5.4.11a   Collection Activity Listing Request Screen

5.4.4.1   LISTING PARAMETER OPTIONS

General parameter options available on more than one listing request screen are defined in section 5.4.1. Please refer to the appropriate section for instructions on how to define the general listing parameters required for this screen.

● Limit IDs   (See section 5.4.1.1)

                                         Note: For this particular listing, there is one additional ID parameter option available, that is not available in the other listing request screens: "Create listing using all IDs mailed, but not checked in".

● Sort options   Sorts output by:

                                         1. "Form" number and then by "ID"
                                         2. Numerically by ID
                                         3. Alphabetically by NAME1

● Select an output destination   (See section 5.4.1.8)
● Generate the listing   (See section 5.4.1.9)
● Save the generated code   (See section 5.4.1.10)

5.4.2.2   LISTING OUTPUT

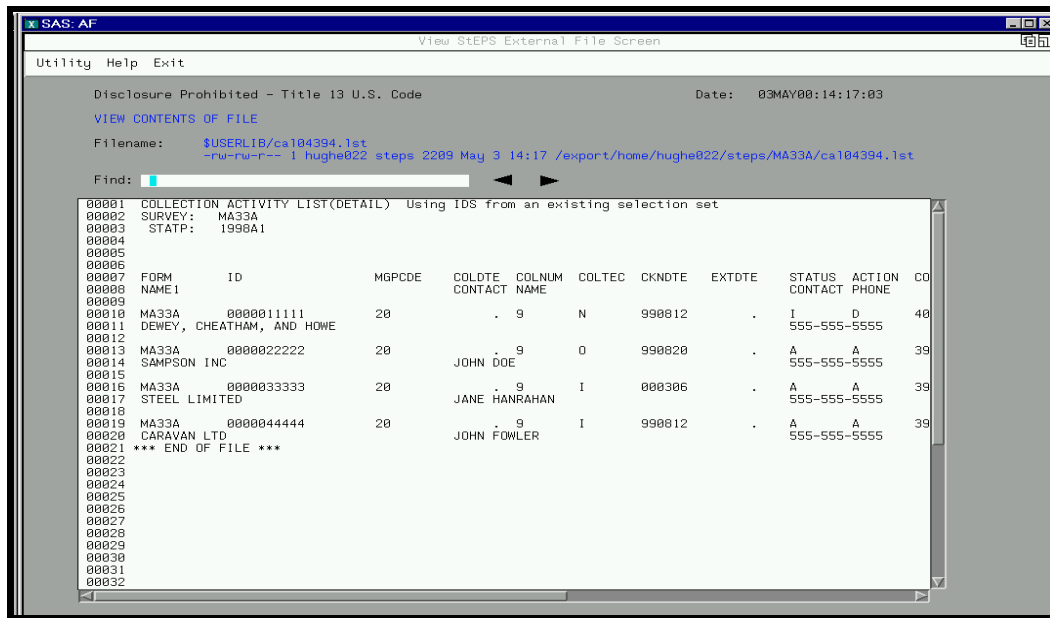The output for the Collection Activity listing appears as follows:

Figure 5.4.11b   Collection Activity Listing Output

Note: Not all output information is displayed in the above screen capture.

Information displayed includes the following:

● Listing "header" information, including the disclosure statement, page number, listing title, survey, stat period, and the date/time that the listing was generated.

● For each ID, 2 rows of collection and control information including:

Row 1:

Column Heading	Description
FORM	Form number sent to the respondent.
ID	Identification number of the respondent.
MGPCDE	Mail group code.
COLDTE	Initial collection date - the date that the form was originally mailed (or the initial collection attempt was made) to the respondent for a given statistical period.

Column Heading	Description
COLNUM	Collection number - a number that describes which data collection attempt the case is to be processed with; some surveys need to be able to process more than one data collection attempt during one statistical period.
COLTEC	Initial collection technology - indicates the type of technology used for the initial collection of the data (e.g., form, CATI, EDI, CAPI).
CKNDTE	Check-in date - the year, month, and day (YYMMDD) that a case was received from the respondent (checked-in).
EXTDTE	Extension date - the year, month, and day (YYMMDD) of the revised due date (for receipt) of the form(s) for this respondent; follow up procedures resume after this date.
STATUS	Status of the reporting unit - indicates if a case is active (A) or inactive (I) for a given stat period.
ACTION	Status action code - indicates the latest action (A - add, D - delete, G - ghost, V - reserve, S - restore, M - merge) that occurred on this ID to render it active or inactive.
COVCDE	Coverage code - indicates why an action has been taken on this ID (e.g., 40 - out of business, 11 - birth, 43 - out of scope).
EFDTE	Effective date - date that the action actually took place (e.g., actual date company went out of business).
REFIND	Refusal indicator - indicates if this ID is a refusal or a pending refusal.
REFCAT	Refusal category - indicates reason why the ID is a refusal.
SIC	Standard Industrial Classification Code
SICRCD	Standard Industrial Classification Recode (for surveys that use special groupings of SIC codes for sampling/tabulation purposes)
NAICS	North American Industry Classification Code
MUST	Must case - indicates whether data is required for this ID; determination for "must" cases is survey-specific.
IMPIND	Importance indicator - indicates the 'importance' of this ID based on survey-specific criteria. (e.g., number assigned to each case to indicate the top 300 reporters for a survey; percentage of importance assigned to each case determined by dividing the survey total by an individual case total)

Row 2:

Column Heading	Description
NAME1	Name of respondent.
CONTACT NAME	Company contact person or the person responsible for the completion of the survey form.
CONTACT PHONE	Telephone number of the contact person.
FAX NUMBER	FAX number of the contact person.
PREDID	Predecessor ID number - previous ID number of a case that has been ghosted or merged.
SUCCID	Successor ID number - new ID number for a case that has been ghosted or merged.

P-Menus

P-Menu	Options	Function
UTILITY	Save Generated Code as Canned Query	Saves the listing program (with the parameters you have specified) as a canned query, so that you can access and run it at a later date. (See Section 5.4.1.10).
HELP	Listing Request Help (F1) WhoamI (F7)	Displays Help information on using the Listing Request screen. Displays user default and systems information.
EXIT	Exit (F3)	Exits to the previous screen.